Canon

LASER SHOT

LASER BEAM PRINTER

LASER SHOT

LBP-750/740e/740/730/720

Super Smoothing Technology



USER'S GUIDE

Table of Contents

1 Turning the Power on and off

Printing is enabled as soon as you turn on the power. Please note that all data will be lost when you turn off the printer. The instructions below show the correct way to turn the printer on and off.

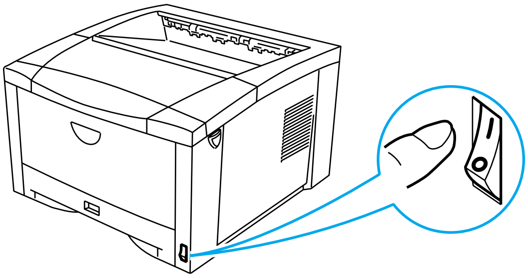
Turning the Power on

Follow the instructions below to turn the power on.

How to turn the power on

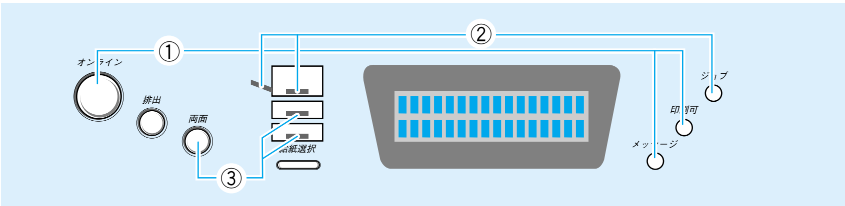
1 Press the power switch on the lower right side of the front panel to turn on the printer.

Press the power switch to the “ | ” position.

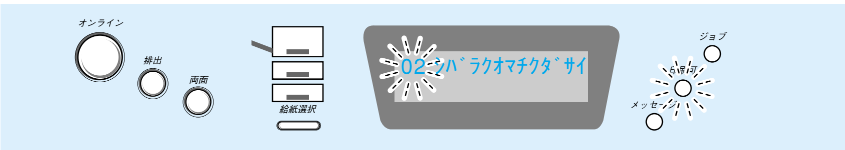


The display fills with the ■ symbol and the printer runs a check on the operation panel indicators as shown below.

① オンライン, 印刷可, メッセージ
② ジョブ, paper tray, upper paper cassette
③ Middle paper cassette, lower paper cassette, 両面



The number in the message and the 印刷可 indicator flash.



The オンライン and 印刷可 indicators flash and printing is enabled.



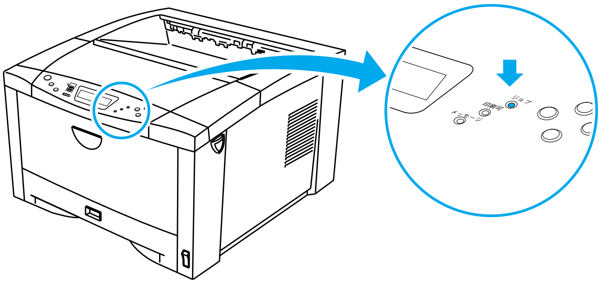
Turning the Power off

Follow the instructions below to turn off the printer. Always check that there is no printing data remaining in the printer's memory before you turn off the printer.

- If the power is turned off when the ジョブ indicator is on, any printing data remaining in the printer's memory is lost. Press the 排出 key while off-line to output any important printing data before turning off the power.
- Do not turn off the power when the printer is starting up.

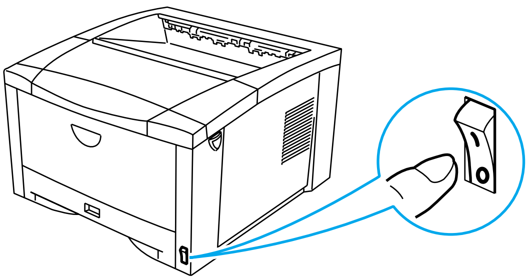
How to turn the power off

1 Check that the ジョブ indicator is off.



2 Press the power switch on the lower right side of the front panel to turn off the printer.

Press the power switch to the "○" position.



Power saving (Panel off mode)

The printer uses an on-demand fixing method so the power used when the printer is in stand-by mode is negligible. However the printer will turn off all operation panel indicators except for the 印刷可 indicator (panel off mode) to save power if no operations are carried out and no data is sent from the computer for a set time.

The panel off mode is automatically canceled if data is sent from the computer or an operation panel key is pressed.

You can set the panel off mode time-out from the menu.

2 Paper

Use the correct paper in order to get the best performance from your printer. Using incompatible paper can lead to reduced printing quality and paper jamming.

Compatible Paper Types and Paper Feed Methods

Paper compatible for the paper cassette

You can load the following standard size paper into the paper cassette.

Paper type	Size (Weight)	Max. sheet no.	Output sheet no.
Plain paper	A3, A4, A5, B4, B5 (64-90 g/m^2)	approx. 250 /64 g/m^2	approx. 150
Secondary original drawing paper (Tracing paper)	A3, A4, B4, B5	approx. 250	1

• You can load Ledger-, Legal-, Letter- and Executive-size paper into the optional L-shaped paper cassette.

Paper compatible for the paper tray

You can load the following sizes of paper into the paper tray.

Paper type	Size (Weight)	Max. sheet no.	Output sheet no.
Plain paper	width: 100-297 mm, length: 148-432 mm (64-90 g/m^2)	approx. 100 /64 g/m^2	approx. 150
Thick paper	width: 100-297 mm, length: 148-432 mm (90-128 g/m^2)	approx. 50 /128 g/m^2	approx. 150
Secondary original drawing paper (Tracing paper)	A3, A4, B4, B5	approx. 100	1
Transparencies	A4 (Canon domestic LBP transparencies: 8.7 g)	approx. 50	approx. 100
Label sheet	A4 (Canon domestic label sheet: 7.8 g)	approx. 40	approx. 100

Label sheet

- The following types of label sheet can cause paper jams that are hard to remove or damage the printer. Do not use sheet that has adhesive surfaces exposed or sheet from which labels have been removed to leave the lower surface exposed.

Transparencies

- Transparencies may be difficult to separate from each other. Take several sheets and loosen them by flexing them several times before loading them into the printer.

Secondary original drawing paper (Tracing paper)

- Sheets of tracing paper may be difficult to separate from each other. Take several sheets and loosen them by flexing them several times before loading them into the printer.
- Check which side of the paper is face up and which side is face down. When you load tracing paper into the paper cassette, load it so that the face-up side is face down. When you load tracing paper into the paper tray, load it so that the face-up side is face up.
- When you first open a packet of tracing paper, the paper could be warped. Before loading the paper into the printer, leave it in its packaging for a while to allow it to straighten out.
- Remove each sheet of tracing paper from the output tray as soon as it is outputted to prevent paper jams.

– If you want to use recycled paper in the duplex unit –

If you use recycled paper that has been stored in extremely humid conditions such as during the wet season or in a room without air-conditioning during summer this could cause the paper to crease or bend at the corners.

If this happens, it should be dealt with in the following ways.

- Leave the paper in an air-conditioned room for two hours before using it
- Turn the paper over so that the other side is facing up when you load the paper into the printer

If the paper still creases or bends at the corners after you have tried the above solutions, use new paper.

Incompatible Paper

In order to avoid paper jams and damaging the printer, do not use the following kinds of paper.

Paper that jams easily

- Paper that is too thick or too thin
- Non-standard size paper
- Wet or damp paper
- Torn paper
- Coarse or extremely smooth paper
- Label sheet with binder holes, serrated paper
- Curled paper, creased paper
- Specially coated paper
- Label sheet with labels that peel off easily
- Paper which has already been used for photocopying or laser printing (reverse side also incompatible)

Heat-sensitive paper

- Paper with ink that melts, burns or gives off toxic vapours in the heat of the fixing assembly (approx. 150 ℃)
- Thermal paper
- Color paper with a processed surface
- Specially coated paper
- Paper with adhesive on it

Paper that can cause printer malfunction or damage

- Carbon paper
- Paper with staples, clips, ribbons or tape attached
- Paper which has already been used for photocopying or laser printing (reverse side also incompatible)

Paper on which toner cannot fix easily

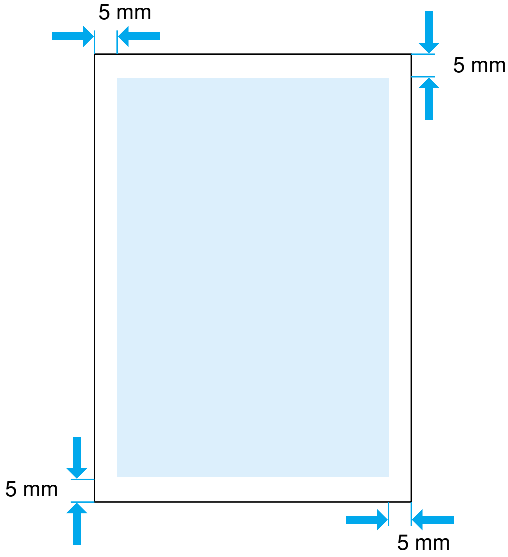
- Coarse paper such as pulp paper and Japanese writing paper
- Paper with rough fibers
- Specially coated paper

Printable Areas

The areas that can be printed on the paper are given below.

● Plain paper, thick paper, tracing paper, transparencies, label sheet

Plain paper, thick paper, tracing paper, transparencies, and label sheet can be printed in areas with a minimum margin of 5 millimeters.



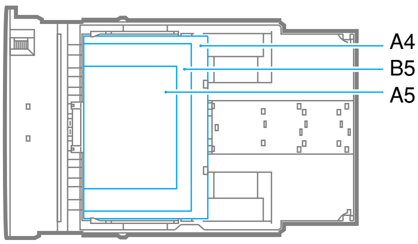
Storing Paper

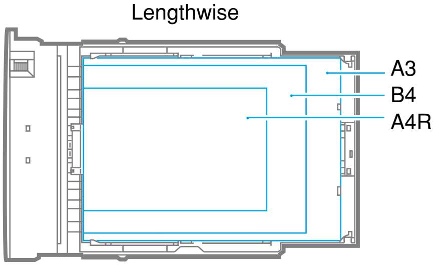
Even paper that meets your printer's specifications can deteriorate if stored improperly. Such paper can cause misfeeds or paper jams, and can lead to reduced printing quality.
When storing paper, observe the following precautions:

- Paper is particularly sensitive to moisture, and should be kept away from damp areas.
- The packaging that the paper is sold in is designed to resist moisture. Keep paper in its original packaging until you are ready to use it. Return any unused paper to its packaging.
- Store paper flat.
- Avoid storing paper on the floor, because floors are often damp.
- Do not position the paper where it might become curled or creased.
- Do not store paper vertically, or in excessively high stacks.
- Do not store paper in locations that are directly exposed to sunlight or high humidity.
- If there is a considerable difference in temperature between where the paper is stored and where the printer is, move the paper in its packaging to the printer's location for about a day before using the paper. This allows it to adjust to the new temperature. Rapid changes in temperature and humidity can cause the paper to curl or crease.

3 Loading Paper

This printer has a universal-type paper cassette that can be loaded with a maximum of 250 sheets of plain A3-, B4-, A4-, B5- or A5-size paper (64 g/m^2).
Load these types of paper in the following ways.





Load A4-size paper widthwise. You can load A4-size paper lengthwise (A4R), but if you do this you must change the [ヨウシノムキ] setting.

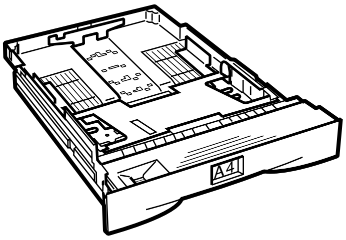
Follow the precautions below in order to avoid paper jams.

- Always turn the printer on before inserting the paper cassette for the first time after purchasing it. If you load the paper cassette into the printer without turning on the printer, this could cause the printer to output blank sheets of paper when it is turned on.
- Do not remove the paper cassette during printing. Doing so can lead to paper jamming or damage.
- Only load plain paper (64-90 g/m^2).
- Do not load paper that is creased or severely curled.
- Make sure that the stack is not higher than the paper limit mark on the paper size guide.
- You can load approximately 250 sheets of plain paper (64 g/m^2) into the printer.
- See "2 Paper" (→p. 4) for more details on compatible paper.
- Refill with paper after the loaded paper has run out. Refilling with paper before it has run out can lead to incorrect paper feeding.

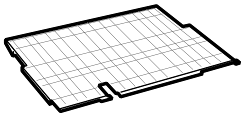
How to load paper into the paper cassette

1 Ready the paper cassette from which you have removed the stopper, and the cassette cover.

● If the paper cassette has already been loaded into the printer, remove the paper cassette from the printer and then remove the upper cassette cover.



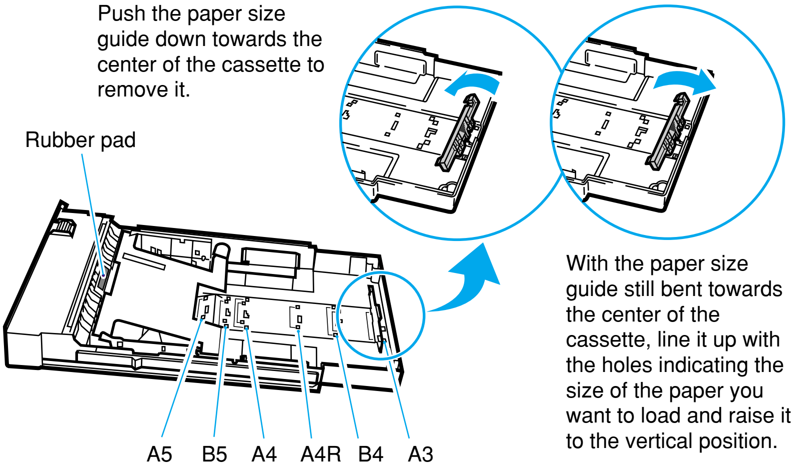
Paper cassette



Cassette cover

2 Line up the rear paper size guide with the mark indicating the size of the paper you want to load.

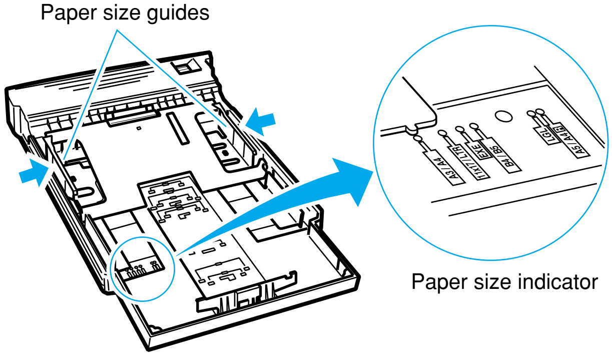
You can remove the paper size guide by pushing it down in the direction of the center of the cassette as shown in the diagram. Line up the guide with the mark indicating the size of the paper you want to load and then position it.



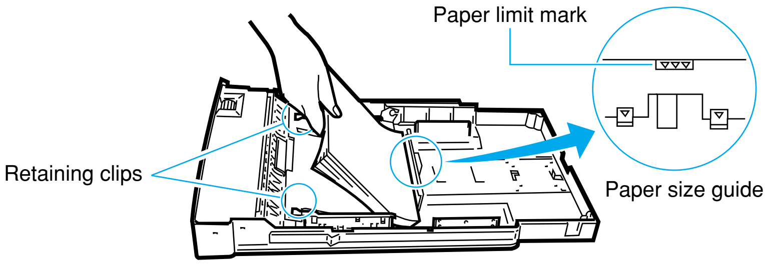
- Never touch the rubber pad at the front of the paper cassette. This could lead to a feed malfunction.

3 Slide the outer paper size guides to line them up with the marks indicating the size of the paper you want to load.

The outer paper size guides move together.

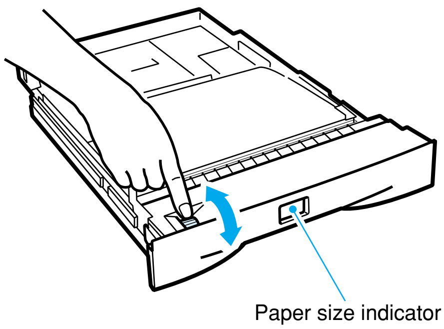


4 Line up the rear edge of the paper stack with the paper size guide and load the paper into the cassette. Press the front edge of the paper down so that both sides are under the retaining clips.



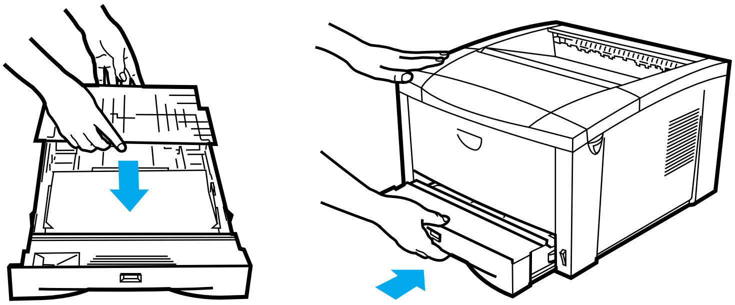
- Make sure that the stack is not higher than the paper limit mark on the paper size guide.

5 Set the paper size indicator according to the size of the loaded paper.



6 Attach the cassette cover and insert the paper cassette into the printer.

Insert it slowly until its front surface is flush with the front surface of the printer.





- Make sure you correctly attach the cassette cover to the paper cassette. When an optional duplex unit is attached to the printer, you cannot duplex print if the cassette cover has not been attached to the paper cassette, is loose or has slipped.
- Always check that the loaded paper size is the same as that shown on the paper size indicator before inserting the paper cassette into the printer. If the indicated size is different, this could cause a malfunction.
- If the paper overlaps when it is sent through, turn the paper around (the end that comes into contact with the rubber pad at the front of the paper cassette) in the paper cassette and reload the cassette.

4 Paper Jams
(How to Remove Jammed Paper)

If a paper jam occurs inside the printer for any reason during printing, an alarm sounds, the message [13　ヨウシガ　ツマリマシタ] appears in the first line on the display and a message indicating the location of the paper jam (the messages [キュウシブ], [ウエ　カバー], [コウブ　カバー] and [リョウメン　ユニット] (appears only when a duplex unit is attached)) appears in the second line on the display. If a paper jam occurs, check the position of the jam as given in the message and remove any jammed paper.

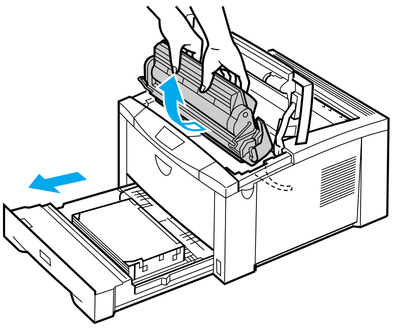
- Leave the printer turned on while removing jammed paper. If you turn the power off, the printing data will be deleted.
- If there is more than one paper jam, they are all displayed in sequence. Check all the locations given in the message.

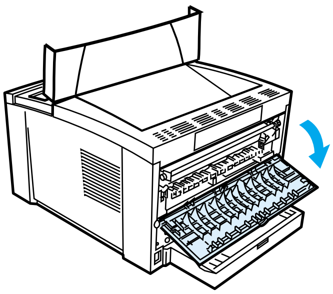
Locating Jammed Paper

If a paper jam occurs, check the position of the jam as given in the message on the display.

Standard model

- Open the top cover and remove the toner cartridge.
- Pull out the paper cassette.
- Open the rear cover.

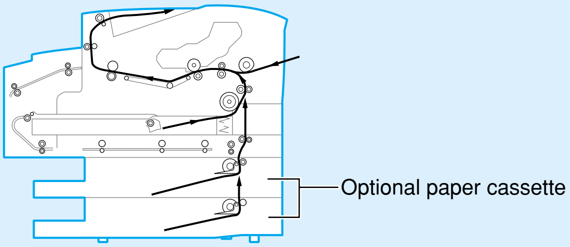




- If it is going to take some time to clear the paper jam, wrap the toner cartridge in the protective bag that it came in or wrap it in a thick cloth to protect it from the light.
- If the toner cartridge gets stuck inside the printer and you cannot remove it from the printer, do not try to force it out. Contact the dealer from whom you purchased the printer.

Paper flow during single side printing

Paper passes through the printer by the route indicated in the diagram below. If a paper jam occurs, use the message on the display and the diagram below as a guide to check the position of the paper jam.



Procedures for Removing Paper Jams

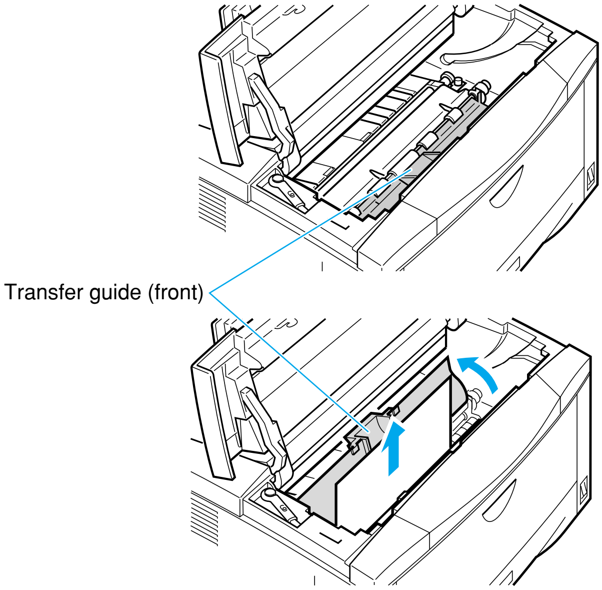
The following procedures show how to remove paper jams depending on their location.

■ [ウエ　カバー] [キュウシブ]

① When paper jams before it gets to the fixing assembly

Follow the instructions below to open the transfer guide, (front) or (rear), and remove any jammed paper.

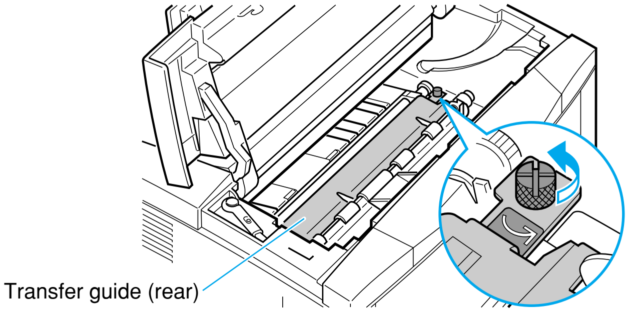
1 Open the transfer guide (front) and slowly pull out any jammed paper with both hands.



• The opening and closing angles of the transfer guide (front) are approximately 90°. The guide may become distorted if you force it open too much and this could lead to reduced printing quality or the printer breaking down.

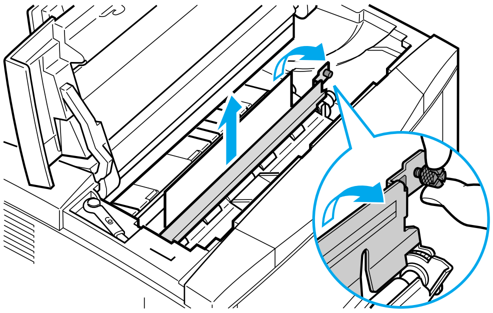
2 Turn the green fixed screw on the transfer guide (rear) in the direction of the arrow to loosen it.

Loosen the fixed screw until you can open the transfer guide (rear). You do not need to completely remove the screw.

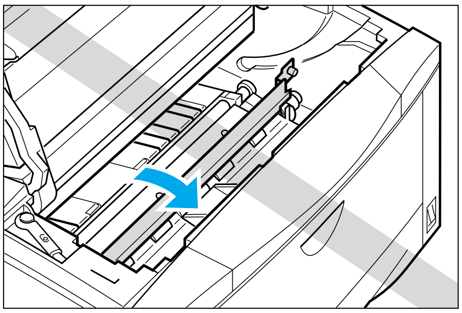


- If you do remove the screw, make sure that you do not drop it into the printer.

3 Hold the fixed screw and open the transfer guide (rear), then slowly pull out any jammed paper with both hands.



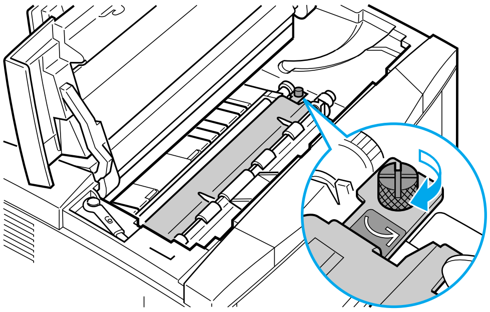
- The opening and closing angles of the transfer guide (front) are approximately 90°. The guide may become distorted if you force them open too much and this could lead to reduced printing quality or the printer breaking down.



- Make sure that you do not touch the transfer charging roller when you are removing the paper jam.

4 Close the transfer guide (rear) and turn the fixed screw in the opposite direction to the arrow to tighten it.

Firmly tighten the fixed screw.

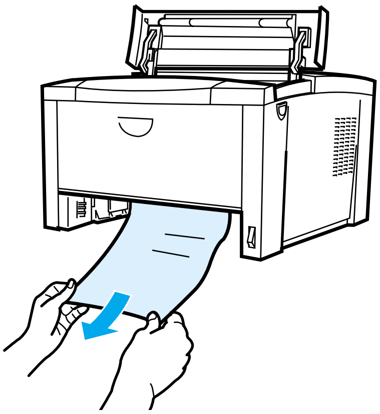


- When the leading edge of the paper has already been fed as far as the fixing assembly, always remove the paper from the rear door side. (→ [③ When the paper has been fed as far as the fixing assembly] p. 18)
- Toner from the part that has been transferred has not been fixed on the paper yet. If you touch this part of the paper you will get toner on your hand. Take hold of a part of the paper that has not been transferred to pull out the paper so that you do not get toner on your hands.
- If you get toner on your hands or clothing wash it off with water immediately.
- After you have removed the paper, return the transfer guide to its original position before you load the toner cartridge.

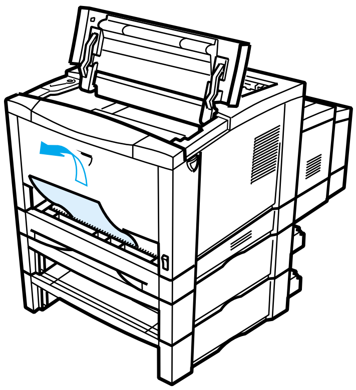
■ [キュウシブ]

② When the paper jams as soon as it has come out of the paper cassette

Pull out the paper cassette and then carry out the instructions given in ① to open the transfer guide (front) or (rear). After you have done this, slowly pull the paper towards the paper cassette side with both hands to remove it.



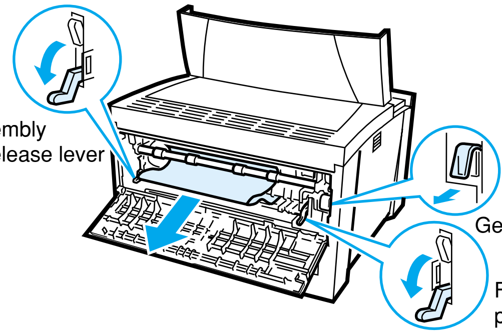
- If you do not open the transfer guide, you may not be able to remove the paper from the cassette side. If you use force to pull out the paper this could tear the paper, leaving scraps of paper that you cannot remove inside the printer.
- When the optional paper cassette or duplex unit is attached pull out all the paper cassettes and the jamming treatment tray and remove any jammed paper that is easy to remove first (→ [If the optional duplex unit is attached] p. 19)



■ [コウブ　カバー]

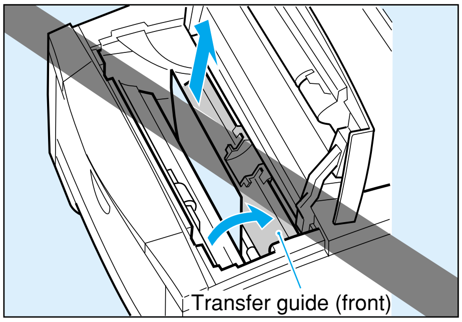
③ When the paper has been fed as far as the fixing assembly

Open the rear cover at the back of the printer and lower the left and right fixing assembly pressure release levers. Pull the gear release lever forward and pull out the paper with both hands.





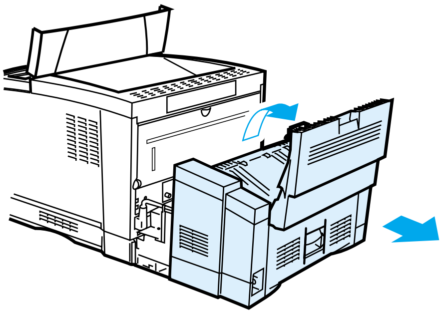
- After you have removed the paper, return the left and right fixing assembly pressure release levers and the gear release lever to their original positions before you close the rear cover.
- When the paper has been fed as far as the fixing assembly and the rear part of the paper is stuck in the transfer guide, do not remove the paper from the front of the transfer guide. If the transfer guide is dirty, this could lead to marks being printed on printouts.

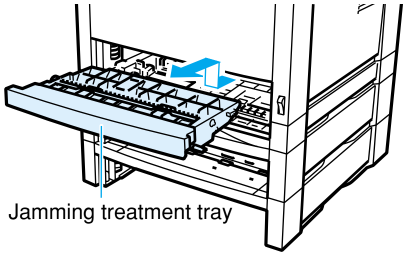


- After you have removed the paper jam, marks, resulting from toner left in the printer, may be printed on the first few printouts when printing is resumed. Feed a few sheets of paper through the printer to check that no marks are printed on the printouts.

If the optional duplex unit is attached

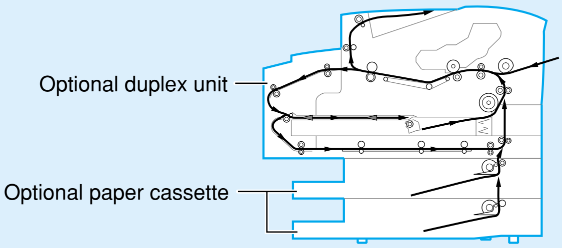
- Open the top cover and remove the toner cartridge. (→ p. 13)
- Pull out the paper cassette. (→ p. 13)
- Separate the rear unit of the duplex unit from the printer.
- Open the top cover of the duplex unit.
- Pull out the jamming treatment tray from the front of the duplex unit and remove it.





Paper flow during duplex printing

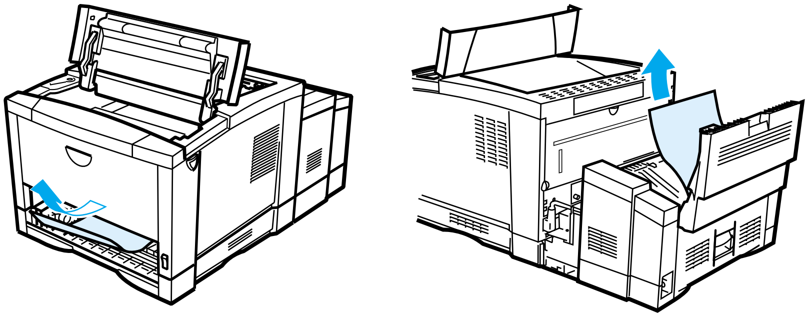
Paper passes through the printer by the route indicated in the diagram below. If a paper jam occurs, use the message on the display and the diagram below as a guide to check the position of the paper jam.



■ [リョウメン　ユニット] [コウブ　カバー]

When paper jams inside the duplex unit

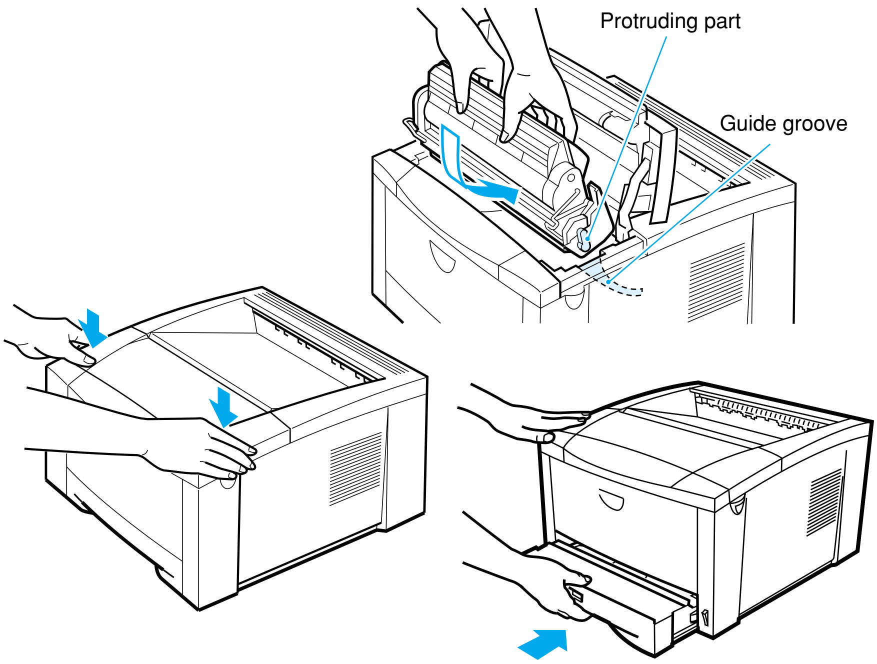
Depending on the location of the paper jam, remove any jammed paper with both hands from the forward jamming treatment tray side or the rear unit side.

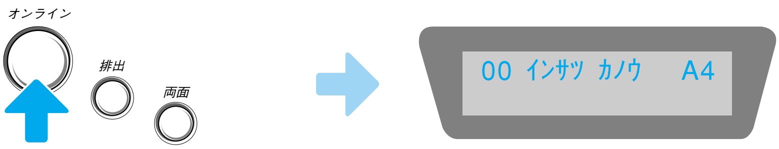


After the Paper Jam has been Removed

After you have finished removing any jammed paper, return the paper cassette, toner cartridge and open cover to their original positions. Then press the (オンライン) key to go on-line.

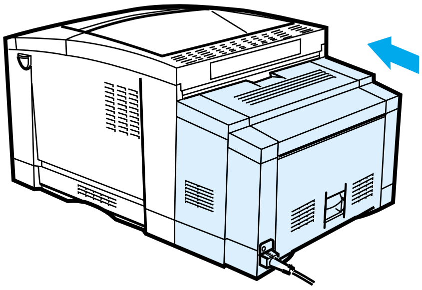
▼ Printing resumes from the page where the paper jam occurred.





If the optional duplex unit is attached

If the optional duplex unit is attached, close the top cover and return the duplex unit and forward jamming treatment tray to their original positions.



When the paper jam message does not disappear

When you have removed the jammed paper as instructed and the paper jam message does not disappear, there is the possibility that there is still jammed paper inside the printer.

Check each location in the printer and duplex unit again and completely remove any jammed paper.

5 Canceling Printing

When you want to cancel printing while printing is in progress, carry out a soft reset (only cancels operations currently in progress) or a hard reset (cancels all operations) after you have canceled printing from your computer.

Canceling Operations Currently in Progress (Soft Reset)

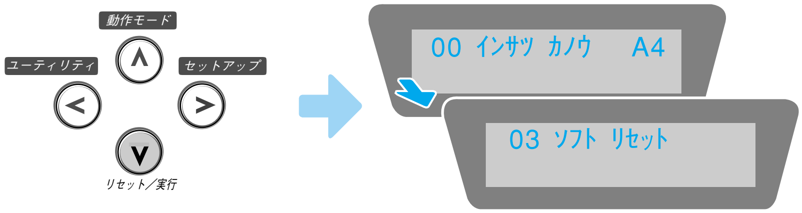
When you only want to cancel operations currently in progress follow the instructions below to carry out a soft reset.
When you carry out a soft reset, you only lose data received by the active interface. Data received by non-active interfaces is not affected.

- Always cancel printing from the printer (soft reset) after you have canceled printing from the computer.
- If data that is in the memory is data from another interface, it will be printed out when the printer goes on-line.

How to carry out a soft reset

1 Press the オンライン key to go off-line.
▼ The オンライン indicator goes off.

2 Press and hold down the リセット key until the message [ソフト　リセット] appears on the display (approximately one second).
● Remove your finger from the リセット key as soon as the message [ソフト　リセット] appears on the display. If you hold down the key for more than five seconds, a hard reset will be carried out.



▼The message [ソフト　リセット] will disappear when resetting is completed.

3 Press the オンライン key to go on-line.
▼ Printing is enabled.

Canceling All Operations (Hard Reset)

When you want to clear all operations and data from the memory follow the instructions below to carry out a hard reset.

When you carry out a hard reset, you lose data received from all interfaces, jobs in progress and data in the memory.

- If you carry out a reset while the printer is receiving data, data that is not yet in the memory will be received after the reset has been carried out. However, in some cases this data may not be properly printed.
- All data in the memory, even data from another interface will be lost. Care should be taken when the printer is connected to more than two interfaces (multiple computers) simultaneously and is about to print, and when the printer is connected to a network.

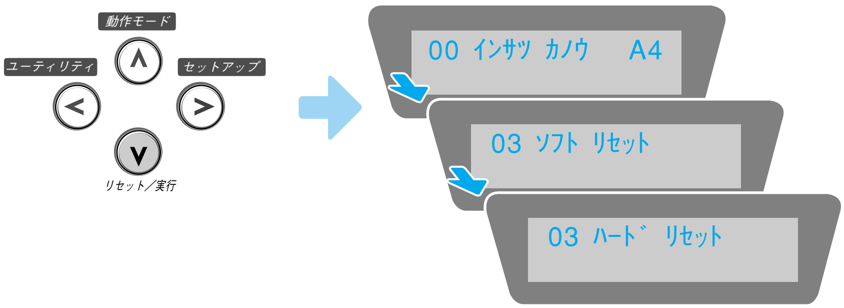
How to carry out a hard reset

1 Press the オンライン key to go off-line.

▼ The オンライン indicator goes off.

2 Press and hold down the リセット key until the message [ハード　リセット] appears on the display.

●Press and hold down the key until the message [ハード　リセット] appears on the display (approximately five seconds). If you hold down the key for less than five seconds, a soft reset will be carried out.



▼ The message [ハード　リセット] will disappear when resetting is completed.

3 Press the オンライン key to go on-line.

▼ Printing is enabled.

6 Checking Operation

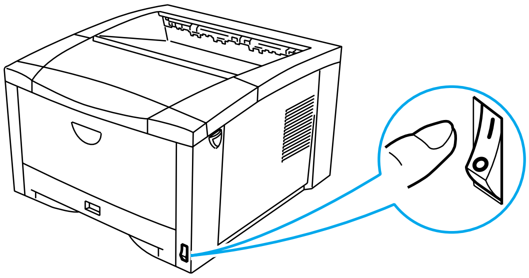
Test Print

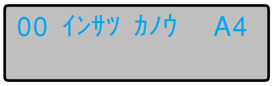
The printer is equipped with test print functions for checking such items as printer status and print quality. After preparing and connecting the printer, perform a test print to check printer operations.

How to test print

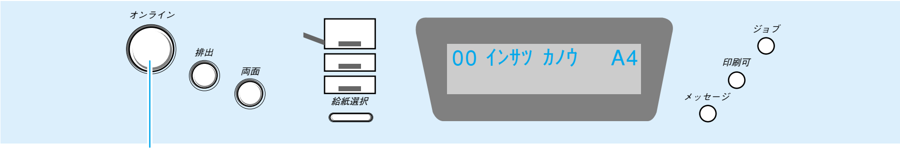
1 Turn on the printer.

▼ The message [00　インサツ　カノウ] soon appears on the display, indicating that printing can be carried out.





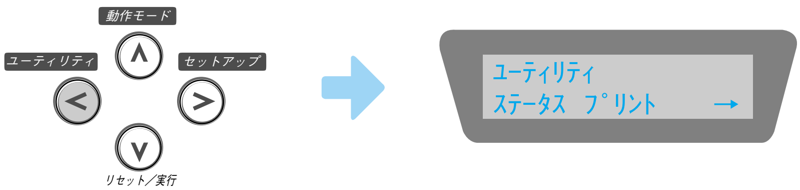
2 Press the オンライン key to turn off the オンライン indicator.



オンライン key

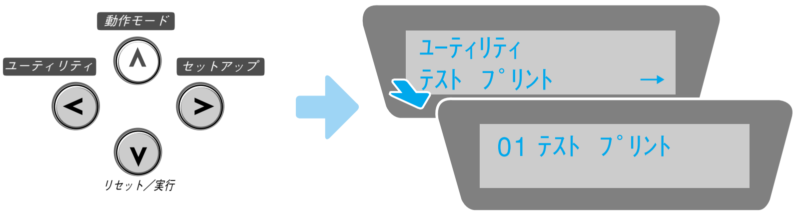
3 Press the ユーティリティ key.

▼ The message [ステータス　プリント] appears on the display.



4 Press the < and > keys to select [テスト　プリント], then press the V key.

▼ The message [テスト　プリント] appears on the display and test printing begins.



Test Print Contents

The LBP-740 has been used as the example in the diagram below.

